

Subject: Spring 2025 Annual Evaluation and Post-tenure Review Deadlines and Reminders

Date: Tuesday, November 26, 2024 at 9:00:05 AM Eastern Standard Time

From: UGA Administrative Memos

To: VP-L@LISTSERV.UGA.EDU, DEANS-L@LISTSERV.UGA.EDU, deptheads-l@listserv.uga.edu, ADMNDIRECTORS-L@LISTSERV.UGA.EDU

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost
Elizabeth Weeks, Associate Provost for Faculty Affairs

RE: Spring 2025 Annual Evaluation and Post-tenure Review Deadlines and Reminders

DEADLINES:

- The deadline for completing Spring 2025 faculty annual evaluations, of calendar year 2024 performance, is **Monday, March 31, 2025**.
- The deadline for completing Spring 2025 five-year and corrective post-tenure reviews and review of administrators is **Friday, April 25, 2025**.
- The deadline for submitting all faculty performance review scores (annual evaluations, post-tenure reviews, and review of administrators) and fully approved Performance Remediation Plans (PRPs) and Performance Improvement Plans (PIPs) is **Friday, May 2, 2025**.

ANNUAL EVALUATION: UGA Policy 03.03.001 [Annual Evaluation](#).

- A score of 1 or 2 in any area of assigned effort (regardless of percentage effort) or overall requires one-year performance remediation plan (PRP). An optional PRP template is available [here](#). PRPs must be approved by the Dean/Vice President **and submitted to the Office of Faculty Affairs** for filing.
- Tenured faculty members with two consecutive evaluations with scores of 1 or 2 in any area (above 10% effort) or overall triggers corrective post-tenure review. As Spring 2025 is the second year of annual evaluations under the revised policies, corrective post-tenure review may be indicated for some faculty members.

POST-TENURE REVIEW: UGA Policy 03.03.003 [Post Tenure Review](#).

- The post-tenure review deadline adjusted to allow (1) inclusion of calendar year 2024 annual evaluations and (2) maximum opportunity for a faculty member who requires a performance improvement plan (PIP) to perform under the plan before the next annual evaluation cycle.
- **Corrective post-tenure reviews** are required for faculty members who receive annual evaluation scores of one or two, overall or in any area of effort above 10%, for two

consecutive years.

- Findings from the faculty member’s annual reviews must be included in the post-tenure review dossier. Calendar year 2023 and calendar year 2024 annual evaluations must be included verbatim; earlier years’ reviews may be included in summary form.
- If a faculty member has received an evaluation of “meets expectations or above” on each category of their annual evaluation for five consecutive years, they may elect to submit compiled annual evaluations as their post-tenure review dossier, along with additional supporting materials. This may include annual evaluations completed prior to the policy revisions.
- If the result of the post-tenure review is unsatisfactory, the promotion and tenure unit (PTU) head and Dean, in consultation with the faculty member and the unit-level faculty Post-tenure Review Committee, must develop a one-year Performance Improvement Plan (PIP). An optional PIP template is available [here](#). **The PIP must be approved by the Dean and submitted to the Office of Faculty Affairs** for filing.

REVIEW OF ADMINISTRATORS: UGA Policy 03.03.004 [Review of Administrators](#).

- Academic administrators who hold faculty rank in an academic unit must receive periodic comprehensive evaluation, according to the timeframes and procedures in the policy and unit-level guidelines.
- For tenured administrators, the applicable review of administrator takes the place of periodic post-tenure review.

DATA COLLECTION:

- The [process](#) for submitting scores for faculty annual evaluations will be the same as last year. Faculty supervisors will receive a prepopulated list of faculty members in their reporting lines in early January.
 - Only scores and effort allocation will need to be entered; no narratives or attachments are required. The effort allocation will be prepopulated for faculty reviewed last year.
 - Deans and Vice Presidents will have access to view data for their schools, colleges, or units via the Dean/VP view button on the same webpage.
- Outcomes for post-tenure reviews and periodic reviews of administrators will be submitted via the same landing [page](#).
 - The post-tenure review/review of administrator survey does not require 5-point scores, only “successful” or “unsuccessful” outcomes.
 - Overall successful or unsuccessful outcome, as well as outcomes (successful or unsuccessful), for each individual areas of effort are required. If effort is not assigned in a particular area, “not applicable” may be entered.
- Fully approved PRPs and PIPs also will be submitted via the same landing [page](#).
 - Please endeavor to complete reviews and develop PRPs and PIPs as early as possible to allow affected faculty members requiring PRPs and PIPs maximum opportunity to perform under the plans before the next annual evaluation cycle.

Thank you for your time and partnership on these annual processes. If you have any questions, please contact the Office of Faculty Affairs at facultyaffairs@uga.edu

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Mike Wooten at mwooten@uga.edu.